

Name of Program: _____

Program Address: _____

Important Factors in Becoming an Adult Medical Day Care Provider

I understand that:

- ☐ I may not operate an Adult Medical Day Care Program in the State of Maryland without obtaining a license from the Secretary and complying with the requirements of COMAR 10.12.04.04.
- ☐ I shall provide the Department with photo copies of written approval(s) from the appropriate authorities documenting compliance with zoning, building, health, fire regulations and codes as required. [10.12.04.04 A (2)(a)]
- ☐ The two year license fee, based upon total licensed capacity of the center, shall be computed at a rate of \$200.00, plus \$12.00 times the licensed capacity of the center. [10.12.04.04 (2)(a)]
- ☐ The non-refundable application fee shall be payable by certified check or money order to the Department/DHMH/OHCQ/AMDC. [10.12.04.04A (2)(b)]
- ☐ The application fee includes a maximum of two pre-licensure site visits by the Department. When additional site visits are required before issuance of a license due to significant regulatory violations, the Department shall assess an additional fee of \$100.00 per site visit. [10.12.04.04A(2)c]
- ☐ If I fail to comply with COMAR 10.12.04 and any other applicable state and local laws and regulations, I understand that this is grounds for sanctions, as specified in COMAR 10.12.04.42.
- ☐ I may not advertise, represent or imply to the public that my adult medical day program is authorized to provide a service that the program is not licensed, certified or otherwise authorized to provide by OHCQ.
- ☐ The licensee shall notify the department of any change of ownership, and the new owner shall apply to the Department for a license. [10.12.04.04D(5)]
- ☐ The number of participants cared for at any one time in a center may not exceed the licensed capacity of the center. [10.12.04.04D(6)]
- ☐ The current license shall become void immediately and the licensee shall return the license to the Secretary, if the center is sold or leased, ceases to operate, moves to a new permanent location; or has its license denied, suspended or revoked. [10.12.04.04)1-4)]
- ☐ Any part of the center, and any surrounding accessory buildings, are considered part of the center, and are subject to inspection. [10.22.04.06A]
- ☐ The governing body shall establish and maintain sound operation procedures. [10.12.04.08]
- ☐ The governing body shall maintain the required staffing pattern and ratio. [10.12.04.13]

Signature of Applicant(s):

Name	Title	Date
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Name	Title	Date
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